

Vacancy Announcement
U.S. Embassy
Monrovia, Liberia

Vacancy Announcement
05-2010

The U.S. Embassy is seeking an individual for the position of **GSO Secretary** within the General Services Office.

OPEN TO: All Interested Candidates

POSITION: GSO Secretary

OPENING DATE: April 08, 2010

CLOSING DATE: April 23, 2010

WORK HOURS: Full-time; 40 hours/week

GRADE/STEP: FSN - 07 (TRAINING GRADE UPON ENTRY: FSN- 6 /FULL GRADE OF POSITION FSN-7)
*FP 07 (to be confirmed by Washington)

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The U.S. Embassy in Monrovia is seeking an individual for the position of GSO Secretary in the General Services office.

BASIC FUNCTIONS OF POSITION:

Serves as an Assistant and Secretary to the Senior General Services Officer. Provides services to other sub-sections under the GSO, to include Procurement, Housing, Supply, Warehouse, Shipping, Garage and Motorpool.

Incumbent will provide a full range of secretarial services to the General Services Office and its sub-sections. Prepare Bi-weekly time and attendance report for 60 Locally Employed Staff (LES) of the various divisions of the General Services Office.

Serves as petty cash Cashier for GSO Section. As Secretary to the Senior General Officer, the incumbent provides telephone and receptionist services, manages SGSO calendar, receives and controls incoming correspondences, controls and regularly updates arrival and departure schedule in collaboration with the Management Office.

QUALIFICATIONS:

- Completion of secondary school is required. Completion of post secondary Diploma in Secretary Science, Typing Office Practice is required.
- At least two years of progressive working experience as a Secretary in General and Administrative sections.

-- Good working knowledge of State Regulations, 6 FAM. Knowledge in dealing with customers and a large influx of employees transacting office matters back and forth. Knowledge of Cashiering, serves as Petty Cash Cashier.

-- Must have good typing skills, at least level II (40 WPM). Ability to work under pressure to meet deadlines. Tack in dealing with Locally Employed Staff and other American Officials.

SELECTION PROCESS:

After initial screening qualified applicants will be invited for an interview and possible testing. Only short-listed applicants will be contacted and tested.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612) or

A current resume or curriculum vitae that provides the same information as an OF-612 or OF-510; plus

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., licenses, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Please note that the OF-612 is ONLY to be used by CURRENTLY employed U.S Embassy Employees.

SUBMIT APPLICATION TO

Human Resources Office

Application for **GSO Secretary**

American Embassy

P.O. Box 98

1000 Monrovia 10 Liberia

Drop in application box at Gate #3

Please include point of contact information including full name and telephone number.

CLOSING DATE FOR THIS POSITION: April 23, 2010

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:




- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: (April 23, 2010)

The US Mission in (insert post) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HR: SJDAHN 
 Approved: KEConole: HRO 
 Approved: MACCLASSICK:GSO 
 Approved: MO: SCowper 